

Sample Cover Letter with Personal Recommendation

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Justice John Doe
The Supreme Court of the United States
One First Street N.E.
Washington, D.C. 20543

Dear Justice Doe:

Professor Mary Smith suggested I contact your chambers and express my interest in being considered for a position as one of your law clerks following my graduation from Brigham Young University's J. Reuben Clark Law School in April, 2009.

I have enclosed a sealed letter of recommendation from Professor Jane Jones, as well as 2 additional letters of recommendation. Also enclosed are my resume, transcript, and a writing sample. My writing sample is a memorandum I wrote for Big Law Firm, last summer while I was clerking.

[Next try to highlight some particular interest/skill you may have. Judges are interested in your people skill indicators, i.e., whether you are easy to work with, etc. If you have a unique trait= try to emphasize it. It will stick out in the clerks= and judges= minds. Some examples:

A clerkship with you interests me because . . .

I would contribute to your chambers by . . .

My strong background in . . . would be a valuable asset to you because I learned . . .

My plans to settle in (city/state) interested me in a clerkship with you because . . .

I would enjoy the opportunity to interview with you, and I would be free to meet with you at your convenience. *[Or--I will be in your area _____ and could meet with you during that time if it is a convenient time for you. Otherwise, I would be happy to schedule another time that will better fit your schedule.]* Thank you for your consideration.

Sincerely,

Steven Student

Enclosures

Adapted from a sample letter received from Gonzaga University